

Wisconsin Department of Safety and Professional Services

Mail To: P.O. Box 8935
Madison, WI 53708-8935

FAX #: (608) 261-7083
Phone #: (608) 266-2112

1400 E. Washington Avenue
Madison, WI 53703

E-Mail: dsps@wi.gov
Website: <http://dsps.wi.gov>

FUNERAL DIRECTORS EXAMINING BOARD

EXAMINATION APPLICATION INSTRUCTIONS

1. FILING AN APPLICATION

The Wisconsin Funeral Directors Examination is administered by the Department of Safety and Professional Services. Completed applications should be submitted to the address listed above. Applications hand delivered or mailed by special courier should use the following street address: 1400 East Washington Avenue, Room 175, Madison, WI 53703.

A. All new applicants for the examination must submit the following:

1. Application for Examination (Form #1590).
2. Fee (see Item 2).

B. Applicants applying for the reciprocal* examination must submit all of the following:

1. Applications For Examination (Form #1590).
2. Certification (Form #1576) completed by **each** state in which you hold or held a funeral directors license.
3. Reciprocity application fee of \$245.00.

* Requirements for licensure by reciprocity in Wisconsin are defined in sec. 445.08, Stats.:

445.08 Reciprocity in issuance of licenses

(1) Any person holding a valid license as a funeral director or embalmer in another state having requirements substantially equal to those in this state for a funeral director's license may apply for a license to practice in this state by filing with the examining board a certified statement from an authorized official of the state in which the applicant holds a license, showing the qualifications upon which said license was granted. Thereupon the examining board may, upon the payment of the required fee, issue a funeral director's license.

(4)(a) Applications for the examination at a time and place to be arranged and conducted by the examining board for a reciprocal funeral director's license shall be in writing and verified on a blank to be prescribed and furnished by the examining board, and be accompanied by such proof of compliance with the requirements for a reciprocal funeral director's license and with such other information as the examining board requires and shall be accompanied by the examination fee for each application.

FD 1.04 Two academic years of instruction. To meet the requirements of 2 academic years of instruction specified in s. 445.045 (1) (d), Stats., an applicant must submit to the board an official transcript of courses from a college or university recognized by the north central association of colleges and secondary schools, showing that the applicant has completed at least the semester credit hours shown below in the following areas:

| Courses: | Minimum Semester Credit Hours: |
|--|---------------------------------------|
| (1) English & Speech | 6 |
| (2) Social Sciences such as: (a) Psychology, (b) History, (c) Sociology, (d) Political Science, (e) Economics | 12 |
| (3) Natural Sciences such as: (a) Anatomy, (b) Physiology, (c) Chemistry (d) Microbiology, (e) Biology, (f) Bacteriology | 15 |
| (4) Business Studies | 13 |
| (5) Electives | 14 |
| TOTAL: | 60 |

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C. Retake applicants must complete and return the Application For Examination (Form #1590) and the fee listed in Item 2 below.

2. FEES

The fees for the initial examination and the reciprocal examination are listed below. The fees must be remitted with the Application for Examination (Form #1590). Please make check or money order payable to the Department of Safety and Professional Services.

| | | |
|------------------------|----------|--|
| Initial Examination | \$150.00 | (\$75 initial credential fee plus \$75 exam fee) |
| Retake exam | \$75.00 | |
| Reciprocal Examination | \$245.00 | (\$170 reciprocal initial credential fee plus \$75 exam fee) |
| Retake exam | \$75.00 | |

3. EXAMINATION

The Wisconsin Funeral Directors Examining Board accepts the National Board Examination (NBE) passing scores. Applicants who have passed the NBE will only be required to pass the Wisconsin State Laws Examination. Information on the NBE can be obtained at www.cfsbe.org. All applicants for an original funeral director's license will be required to pass the Wisconsin State Laws Examination and the NBE. The NBE exam is not required for reciprocal applicants.

The examinations will be administered on-line by the Department of Safety and Professional Services. You will receive a login ID and password after submitting your application.

4. EXAMINATION CONTENT

The Wisconsin State Laws examination consists of 106 multiple-choice questions on the statutes and administrative codes. A grade of 75 is required.

A copy of the Wisconsin Statutes and Administrative Code Relating to the practice of funeral directors is available on the web at <http://docs.legis.wisconsin.gov/> or at most public libraries. If you wish to purchase a copy, you contact Document Sales, Department of Administration by calling 800-362-7253 or 608-264-9419 or by email at docsales@doa.state.wi.us.

5. RESULTS

Applicants will receive examination results as soon as they complete the on-line examination. Applicants who pass the examination will be sent instructions on how to print Form #403, Application For Original Funeral Director Credential from our website along with the results. Apprentice applicants will not be eligible for a credential until all apprenticeship requirements have been completed.

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6. REFUND/POSTPONEMENT POLICY

The Department's refund or postponement policy is outlined in s. SPS 4.06(1) and (2), Wis. Admin. Code. SPS 4.06 Refunds.

- 1) A refund of all but \$10.00 of the fee shall be granted if:
 - (a) An applicant is found to be unqualified for an examination administered by the department or board;
 - (b) An applicant is found to be unqualified for a credential for which no examination is required;
 - (c) An applicant withdraws an application by written notice to the department or board at least 10 days in advance of any scheduled examination; or
 - (d) An applicant who fails to take an examination administered by the department or board either provides written notice at least 10 days in advance that the applicant is unable to take the examination, or if written notice was not provided, submits a written explanation satisfactory to the department or board that the applicant's failure to take the examination resulted from extreme personal hardship.
- 2) An applicant eligible for a refund may forfeit the refund and choose instead to take an examination administered within 18 months of the originally scheduled examination at no added charge.
- 3) An applicant who misses an examination as a result of being called to active military duty shall receive a full refund, except if an examination service vendor does not refund the applicant's cost to the department or board. These costs shall not be included in the department's or board's refund to the applicant. The applicant requesting the refund must supply a copy of the call up orders or a letter from the commanding officer attesting to the call up.
- 4) Applicants who pay fees to test providers other than the department are subject to the refund policy established by the test provider.

7. MORTUARY SCHOOLS/SCHOOL CODES

| | | | |
|-------|--|-------|--|
| 00001 | American Academy McAllister Institute of Funeral Service, New York, NY | 00021 | Milwaukee Area Technical College - Milwaukee, WI |
| 00002 | Catonsville Community College - Catonsville, MD | 00022 | Mt. Hood Community College - Gresham, OR |
| 00003 | Central State University - Edmond, OK | 00023 | New England Institute of Applied Arts & Sciences Boston, MA |
| 00004 | Cincinnati College of Mortuary Science - Cincinnati, OH | 00024 | Northampton County Area Community College - Bethlehem, PA |
| 00005 | Commonwealth College of Funeral Service - Houston, TX | 00025 | Northwest Mississippi Junior College - Southaven, MS |
| 00006 | Cypress College, Cypress, CA | 00026 | Pittsburgh Institute of Mortuary Science - Pittsburgh, PA |
| 00007 | Dallas Institute of Funeral Service - Dallas, TX | 00027 | St. Louis Community College - St. Louis, MO |
| 00008 | Delgado Community College - New Orleans, LA | 00028 | San Antonio College - St. Louis, MO |
| 00009 | East Mississippi Junior College - Cooba, MS | 00029 | San Francisco College of Mortuary Science - San Francisco, CA |
| 00010 | Fayetteville Technical Institute - Fayetteville, NC | 00030 | Simmons School of Mortuary Science - Syracuse, NY |
| 00011 | Gupton-Jones College of Funeral Service - Atlanta GA | 00031 | Southern Illinois University - Carbondale, IL |
| 00012 | Hudson Valley Community College - Troy, NY | 00032 | State University of New York - Canton, NY |
| 00013 | Jefferson State Junior College - Birmingham, AL | 00033 | State University of New York - Farmingdale, NY |
| 00014 | John A. Gupton College - Nashville, TN | 00034 | University of District of Columbia - Washington, DC |
| 00015 | John Tyler Community College - Chester, VA | 00035 | University of Minnesota - Minneapolis, MN |
| 00016 | Kansas City Community College - Kansas City, KS | 00036 | Vincennes University Junior College - Vincennes, IN |
| 00017 | McNeese State University - Lake Charles, LA | 00037 | Wayne State University - Detroit, MI |
| 00018 | Mercer County Community College - Trenton, NJ | 00038 | Worsham College of Mortuary Science - Skokie, IL |
| 00019 | Miami-Dade Community College - Miami, FL | 00039 | School not listed |
| 00020 | Mid-America College of Funeral Service - Jeffersonville, IN | 00040 | College of Boca Raton - Boca Raton, FL |